

Arkansas
Family, Career and
Community Leaders of
America (FCCLA)
**ADVISER
HANDBOOK**
2014-2015



TABLE OF CONTENTS

Preface
Contact Information
The Adviser – A Very Special Person
Professionalism
Organizing a New Chapter
Affiliation
Chapter Management
Chapter Meetings
Finances
Fundraising
Officers
FCCLA Traditions
Dress Code
Ceremonies
National Information
Programs
Competitive Events
Duties of FCCLA State Officers

Appendix.....
 Adviser Assurance Form
 Sample By-Laws
 Sample Agenda
 Sample Secretary's Report
 Sample Financial Report
 Sample Budget
 Code of Ethics
 Cell Phone Policy

A Working Guide in Progress for Your Involvement in FCCLA
PREFACE

The Arkansas FCCLA Adviser Handbook is designed to serve as a guide to advisers of the organization. Throughout the years, the Arkansas Association of Family, Career & Community Leaders of America has provided leadership opportunities for countless students and has served as a source of many innovative ideas for the national organization. It is our hope that the information included in this publication will better prepare you for your participation in the organization.

This handbook should be a tool that is used in conjunction with the FCCLA publication “The Handbook to Ultimate Leadership”. In this publication are many resources and tools to strengthen and enhance your FCCLA experience.

There are many items referenced in this handbook such as applications, contests, and awards that can be found in greater detail at the national website: www.fcclainc.org.

We hope that you find this information useful and if you have any comments or suggestions please do not hesitate to contact us.

IMPORTANT CONTACTS

Suellen Ward, FCCLA State Adviser
Arkansas Department of Education
#3 Capitol Mall
Luther S. Hardin Building, Suite 600
Little Rock, Arkansas 72201
Phone: 501.682.1115
Fax: 501.682.9440
E-mail: suellen.ward@arkansas.gov

Districts 1 and 2:
Susan Prater, Program Supervisor
E-mail: susan.prater@arkansas.gov

Districts 3 and 4:
Suzanne Jones, Program Supervisor
E-Mail: suzanne.jones@arkansas.gov

Districts 5 and 6:
Marna Farris, Program Supervisor
E-mail: marna.farris@arkansas.gov

Jennifer Snyder, FCCLA Administrative Assistant
Phone: 501.682.1115
E-mail: jennifer.snyder@arkansas.gov

Arkansas FACS website: <http://ace.arkansas.gov/cte/programAreas/FACS/Pages/default.aspx>

National Information:
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584
Phone: 1-703-476-4900
Toll Free: 1-800-234-4425
Fax: 1-703-860-2713
E-mail: natlhdqtrs@fcclainc.org
FCCLA Home Page: www.fcclainc.org

THE ADVISER—A Very Special Person!!!

It's you, the local chapter adviser, who really makes our Arkansas FCCLA Association go and grow!

It is your:

- A—Attitude
- D—Dedication
- V—Vision
- I—Initiative
- S—Support
- E—Enthusiasm
- R—Rapport

along with your love of students and willingness to share that really builds chapters and provides exciting opportunities for young people to learn and develop. You, as an adviser, give members a chance to experience something special by encouraging them to join FCCLA.

1. Opportunities to attend well-planned meetings.
 - a. Experience the use of correct parliamentary procedure
 - b. Participation in group activities, relaxers, program goals and chapter business
 - c. Lead challenging programs
 - d. Learn valuable teamwork skills
2. Opportunities for leadership by running for and possibly serving as a local, district, state or national officer.
 - a. Excitement of running
 - b. Excitement of winning
 - c. Growth through not winning
 - d. Recognition of service
 - e. Valuable leadership training
3. Opportunities to travel to:
 - a. District Leadership Meetings
 - b. State Leadership Conference
 - c. National Cluster Meeting
 - d. National Leadership Conference
 - e. Leadership Development Workshops
4. Opportunities to work on and benefit from many service projects and activities each year
5. Opportunities to get to know and understand many new people.
6. Opportunities to put more meaning into leisure-time activities by working on meaningful projects and goals
7. Opportunities to read the national FCCLA magazine, *TEEN TIMES*, FAST FACTS (electronic newsletter) and find out what other young people are doing throughout the state and nation through blogs and social media sites.

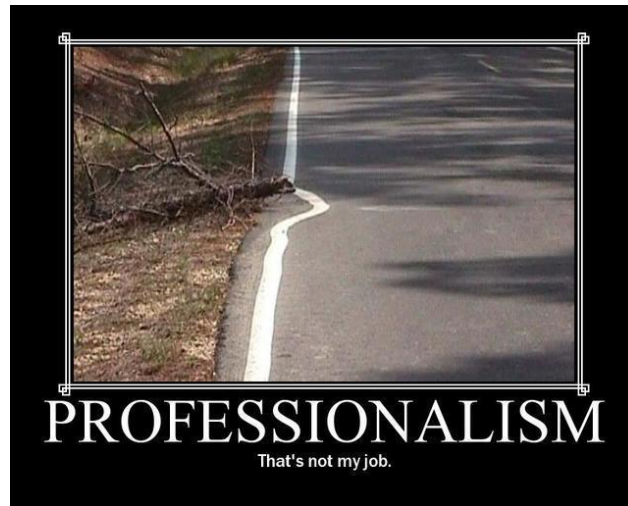


8. The opportunity to be a part of an outstanding youth organization with many worthwhile goals.



FCCLA

Adviser Professionalism



Advisers should attend **all** relevant professional development activities offered by their district, state office, or professional organizations.

Advisers should strive to be active members of professional organizations relevant to family and consumer science and FCCLA:

- ❑ [ACTE](#) - Association for Career and Technical Education
- ❑ [ArACTE](#) - Arkansas Association for Career and Technical Education
- ❑ [AATFACS/NATFACS](#) - Arkansas Association of Teachers of Family and Consumer Science
- ❑ [AAFCS](#) - American Association of Family & Consumer Sciences
- ❑ [FACSE](#) - Family & Consumer Sciences Education
- ❑ [FCCLA](#) - Family, Career, Community Leaders of America - Alumni & Associates

Polish

Projecting an air of professionalism requires a neat and polished appearance. Dress code standards vary among school districts. In all cases, however, a true professional should dress appropriately for his/her job, and sometimes even **exceed** the dress code requirements.

******An adviser should always dress professionally when interacting with students--in the classroom, on field trips, during meetings (whether on school property or off campus,) at trainings and conferences and during travel with students.

******Dress for advisers should consist of age-appropriate business attire: dress slacks/capri pants and blouses, dresses and skirts (no shorter than 2" above the knee). When attending meetings on the district, state and national levels, advisers are strongly encouraged to wear clothing consistent with the black/white/red color combination. FCCLA polos, oxford shirts with shell tops, and the official blazer are always appropriate.

**Advisers should also expect students to uphold dress codes set by district, state and national guidelines. (see sample dress code policy)

Ethics

The qualities of reliability, respect, honesty and integrity are fundamental to professionalism. Professional etiquette calls for courtesy, kindness and respect in all situations. A true professional is attentive and receptive to suggestions and new ideas and never belittles or insults others. She/he remains calm and speaks to others with diplomacy and tact, even during difficult or tense situations.



- An adviser must be up-to-date on curriculum, skills, policies, ACE information, school or district information, and anything that helps the educator build his or her knowledge. An adviser must constantly improve upon educational knowledge. A teacher who stays up-to-date is better able to successfully teach students.
 - Read your email EVERY DAY.
 - Do Not Delete important email.
 - Sign up for the FACS listserve. Save attachments so you will not have to ask for them more than once.
 - Back up your files on flash drives and external hard drives in case of computer failure.
 - Attend all workshops that you sign up for. Don't arrive late or leave early.
 - Do not use professional development opportunities as a personal vacation.
 - Professional development in-service activities conducted by the state FACS department should be your top priority and you should make every effort to attend those.
- An adviser must honestly report any obligations which are associated with professional practices such as child abuse or neglect.
- An adviser must be trusted with public funds and property as well as maintain integrity.
 - Follow your school district's policy for handling funds.
 - Do not take money that doesn't belong to you.
 - Keep your inventory up-to-date.

- An adviser should keep information about students and colleagues confidential.
- An adviser must refrain from using, possessing, and being under the influence of alcohol, tobacco, or illegal/unauthorized drugs while on school property or at any school-sponsored activity that includes students.
- An adviser must keep a professional relationship with students.
 - Personal contact and phone communications should not violate the student/teacher relationship.
- An adviser should not post questionable or inappropriate information or photos to social networking sites.
 - Interacting with students on social networking sites is strongly discouraged. Follow your district's policy regarding teacher/student interaction. If there is no policy, use extreme caution.
- An adviser must be responsible for school property that is used in his or her classroom as well as teach students to respect school property.



Reliability

People demonstrate professional behavior when they take their work seriously and complete job assignments to their best ability. For instance, an adviser embodies professionalism when he/she responds to people in a timely manner and delivers within the required deadline. Responsiveness and follow-through are important qualities of professionalism because they demonstrate a person's reliability.

- An adviser must realize that it is important to be known as a competent, reliable, and honest educator.
- An adviser must demonstrate proper business etiquette concerning email, letter writing, phone calls, etc.
 - Acknowledge emails with a reply (just to let them know you did read it)
 - Use spell check and don't send out information with errors
 - Return phone calls
 - Write follow-ups within one week (so you won't forget)
 - Limit use of cell phone when in the presence of students
- An adviser must be trusted with confidential information.

Accountability

Being accountable for one's actions is a key component of professionalism. A true professional honestly reports his/her actions and achievements. She/he remains accountable even when she makes mistakes and never places blame or takes credit for the work of others.

- An adviser must behave appropriately in public and/or while in the company of students. A teacher must always show acceptable behaviors to set an example.

All Advisers are *required* to fill out and turn in an *ADVISER ASSURANCE FORM* each year prior to OCT 1 or attending any AR FCCLA event. This form is a binding contract between you, as the Adviser, and the State Office to ensure the safety of all students who attend an AR FCCLA event.

New Chapter – How To Organize

Visit the national website at: www.fcclainc.org

1. Invite a neighboring chapter to come and present a program to students interested in forming a chapter.
2. Invite a state and/or district officer to an organizational meeting.
3. Check the records in the FACS department file to see if FCCLA materials are available.
4. Contact the state office and the national office and ask for materials to start a new chapter.
5. Read through all information you receive so you will be knowledgeable about the organization.
6. Begin a file drawer of FCCLA materials.
7. Join the Arkansas FACS list serve and **read your email**—at least daily, and more often, if possible. Do not delete **ANY** email from the state staff!
8. Send state and national dues early in the school year, and then follow with additional dues later.
9. Contact key people to discuss FCCLA and what it has to offer students:
 - Administrative and supervisory staff in school and district
 - Students in your classes
 - Other FACS teachers
10. Set aside a corner of the FACS department for FCCLA materials and a bulletin board. Make use of bulletin boards throughout the school, if available.
11. Talk with the administration about the:
 - Organization of the chapter
 - Purpose of the chapter
 - Plans for a program of work
 - Time and place for meetings
 - School regulations for FCCLA activities
 - Plans for integrating FCCLA into the FACS classes
12. Try to get back issues of *TEEN Times* magazine for suggestions of projects and programs of work.
13. Write bylaws for your chapter in accordance to the National and State bylaws found on their websites.
14. Talk with teachers who have a chapter to ask for suggestions.
15. Encourage students to join.
16. Stress importance of attendance at executive and chapter meetings

Checklist for Advisers

____ June/July--attend professional development sessions (FACS Conferences/trainings, ACTE/AATFACS meetings)

____ August--(before school starts)--Meet with your officer team and plan the Program of Work for the year, set dues amount and incentives, plan membership campaign. Be sure they are planning to participate in district, state and national projects.

____ August--Oversee the membership and recruitment campaigns.

____ August--Deposit dues in a timely manner and keep every receipt.

____ August/Sept--Help the officers carry out a kick-off meeting (with food) to let members and potential members know about the Program of Work.

____ September--Host a STAR Events meeting for potential competitors. Only affiliated members are allowed to compete.

____ September--Prepare District/State/National officer candidates. Only affiliated members are allowed to run for office.

____ September--Make sure a chapter meeting is scheduled and help your officers make it successful.

____ September--Explore the possibility of attending a Cluster Meeting. Fill out necessary paperwork for you and the students you are taking and make travel arrangements. Only affiliated members are allowed to attend.

____ September/October--Complete purchase orders/travel requests, etc., for travel to District Planning and Election Meeting and get forms filled out for officer candidates.

____ September/October-- Attend (with officer candidates and voting delegate) District Planning and Election Meeting.

____ September/October--Fall fundraiser?

____ October--Make sure the STAR Events teams are working on projects

____ October--Finalize plans for the Cluster Meeting including travel, hotel, tours, meeting schedules, contact with the state office, etc.

____ October--Make sure a chapter meeting is scheduled and help your officers make it successful.

____ October--Fill out STAR Events Registration Form. Secure payment and mail before the deadline!

____ October **15--Your first affiliation and dues payment needs to be completed.**

____ October--Secure travel forms and fill out PO's, registration forms, etc. for District Fall Meeting. Only paid members are allowed to attend district meetings.

____ October/November--Attend District Fall Meeting (with students)! Publicize your students' activities by helping them write and submit newspaper articles, post to social networks, etc.

____ November---Make sure a chapter meeting is scheduled and help your officers make it successful.

____ November--Attend a National Cluster Meeting! Publicize it!

____ November--Check on STAR participants and make sure they are ready to compete. Secure travel arrangements, etc. and finalize plans.

____ December **1st—Affiliation DEADLINE for students to compete in STAR Events an running for a district, state or national office!!**

____ December--Attend District STAR Events. (Even if you do not have students competing, we can always use extra advisers as evaluators/lead consultants/general help!) Publicize it!

____ December---Make sure a chapter meeting is scheduled and help your officers make it successful.

____ January--Make sure plans are coming together for FCCLA Week in February.

____ January---Make sure a chapter meeting is scheduled and help your officers make it successful.

____ January--Begin plans for State STAR Events (if necessary). Fill out registration, secure payment and mail it. Secure travel arrangements (hotel, transportation, chaperones, meals, projects, equipment, etc.)

____ January--Make plans to attend the State Leadership Meeting in the spring.

____ January--Check the status of state and national project participation. Fill out necessary forms, applications, etc. for recognition at the state and national level.

____ February--Make sure a chapter meeting is scheduled and help your officers make it successful.

____ February--Make sure your members are participating in a variety of events during FCCLA Week. Be sure to publicize their activities.

____ February--Take your students to State STAR Events, if applicable.

____ February--Spring fundraiser?

____ February--Finalize plans for the State Leadership Meeting. Secure travel arrangements (hotel, transportation, chaperones, meals, etc.)

____ March--Attend the State Leadership Meeting! Publicize the event!

____ March--Explore the possibility of attending the National Leadership Meeting in July. Begin necessary planning.

____ April--Make sure a chapter meeting is scheduled and help your officers make it successful.

____ April--Begin plans for some type of recognition ceremony/banquet/picnic for your chapter.

____ April/May--Make final arrangements for attending the National Leadership Meeting (registration, housing, travel, chaperones, STAR Events info, tours, communication with the state office, etc.)

____ May--Hold an election for new officers.

____ May--Make sure a chapter meeting is scheduled and help your officers make it successful. This can be in the form of a recognition ceremony, end-of-year banquet, etc.

____ May--File all FCCLA material for future reference.

Having a district, state or national officer will require you to add other dates and information to the list, but this will give you a starting place!

HOW DO YOU AFFILIATE?

Affiliation means that students pay state and national dues and become members of Arkansas FCCLA and National FCCLA. All student members must be affiliated to participate in any organized district, state or national meeting or event. Advisers will receive information on the affiliation procedure at the beginning of each school year. Your chapter ID number can be found on all correspondence mailed to you from the national office. If you are a new chapter, you will be assigned a chapter ID number.

If you affiliate early, your students will be sure to receive all membership privileges. **The deadline for early affiliation is October 15.** If your members wish to compete in STAR Events or run for a district, state or national office, **the deadline for affiliation is December 1** of the current school year. ***You must register and pay for a minimum of 12 FCCLA members with your first dues payment. You must also register and pay dues for YOURSELF!*** ARFCCLA requires a \$10 chapter affiliation fee when you register your students. State and national dues schedules are subject to change and will be announced by the state office.

Please remember to make a copy of your affiliation and student roster for your records.

Comprehensive affiliation is for students who have been or are currently enrolled in an approved Family and Consumer Science course.

Occupational affiliation is for students who are enrolled in a school-to-work based program (i.e.: Child Care, Guidance & Management Services, Culinary Arts, Education and Training, Food Production). **Please note: Once a student is enrolled as a specific affiliation, that is the category in which they compete in, they may not change affiliations.**

Chapter Management



Chapter Officers

1. Evaluate time and method for selection of officers as outlined in the by-laws. If possible, elect officers in the spring semester so you can start the coming year with your team already in place.
2. Carry out workshops for officers, adviser, and local student FCCLA leaders.
3. Hold an executive council meeting before the regular chapter meeting to plan agenda.
4. Own at least one good parliamentary procedure reference. Insist that members learn rules and practice at all meetings.
5. Invite a parliamentary procedure team to demonstrate proper parliamentary procedures.

Program of Work

1. Meet with officers early in the year (or before school starts) to make tentative plans for the chapter program of work. Plan a good balance of activities to include service learning, leadership opportunities, fundraising, national programs, ceremonies, recognition, competitive events and fun.
2. Develop and use a program planning form for your program of work. Set goals for the chapter. Post them in the classroom and make copies for the officers. (see goals form)
3. Maintain a chapter library that contains good program materials.
4. Provide opportunities for members to read *TEEN TIMES* and other FCCLA publications.
5. Refer to current order form from FCCLA headquarters for materials that might enrich chapter activities.
6. Include a variety of program activities, such as:
 - An area where students can talk, maybe write down their concerns.
 - Special interest groups or concern sessions.
 - Skits developed by members.
 - Resource persons. (Try using parents and/or FCCLA alumni as resource connections.)
 - Audio-visuals
 - Field Trips
 - Demonstrations
 - Laboratory or work session
 - Joint meetings with other groups

Membership

1. Hold a membership campaign. Consider:

- Having a membership social (with food!) for students who are eligible to become members.
 - Having a program portraying aims and activities of the organization.
 - Getting "key" school leaders to join.
 - Setting a dues deadline and planning something special for those who join before the deadline.
 - Making membership special—Present membership cards as part of a meeting.
2. Conduct orientation activities for new members that include work with:
 - The FCCLA purposes
 - The official logo
 - The creed
 - The opening and closing ceremonies
 - The FCCLA Planning Process
 3. Recognize outstanding FCCLA members through selection of Members of Month and Member of Year.

Meetings

1. Schedule meetings at a time when most members can participate.
2. Encourage participation in chapter activities by all members and officers.
3. Give more students leadership responsibilities.
4. Encourage participation by all members in district and state activities.
5. Follow a written agenda. Encourage the use of parliamentary procedure.
6. Use the opening and closing ceremonies so your students will become familiar with them.

Projects

1. Hold concern sessions to begin planning projects.
2. Use the planning process in planning and carrying out chapter projects.
3. Broaden existing projects to make them more extensive and worthwhile.
4. Involve whole school in a project.
5. Plan personal growth projects using Power of One.
6. Plan and carry out activities from the National Projects.

Service Projects

1. Include at least one service project each semester.
2. Service projects might include, but are not limited to:
 - maintaining a "clothes closet" for needy persons.
 - serving as tutors for children or as teacher's aide "Adopt A Grandparent"
 - conducting a story-time for children (either in library or FACS)
 - have "learning sessions": Members might help the elderly, handicapped or children with crafts or arrange for some person to teach a craft to a small group.

- seat belt safety.
3. Activities for special groups, such as children, elderly, and handicapped might include:
 - having parties on special occasions.
 - sending cards.
 - sponsoring a meal or banquet.
 - providing dial-a-day telephone service (call a particular person each day to check on them.)
 - writing letters.
 - reading to, or just visiting with them.
 - sending fruit or “goody” baskets.

Fundraising Projects

Involve your administration in the planning stages.

Publicity

1. Publicize chapter activities through:
 - Newspapers
 - Posters
 - Radio
 - TV
 - Buttons
 - Name tags
 - School announcements
 - Flyers in each room
 - Bulletin boards
 - Your school website
 - *TEEN TIMES*
 - Social networking sites
2. Sponsor assembly on FCCLA activities.
3. Have an information booth located in a prominent place.
4. Prepare an information booth for local and state fairs, carnivals, etc.
5. Involve administrators in special efforts to upgrade FCCLA image.
6. Plan more activities involving nonmembers.

Social Activities

1. Plan some social activities that include persons other than members.

Examples:

- Father-Daughter activities
- Brother-Sister activity
- family activity
- a cookout, fish fry, barbecue, or athletic event. (to include Board of Education, faculty, other organization, parents.)

2. Limit number of social activities, but keep quality high.

THE CHAPTER MEETING

Types of Meetings

All successful FCCLA chapters hold regular, well planned meetings, which allow members to become involved. Understanding the types of chapter meetings, officer positions, and responsibility is essential to good chapter management. There are four basic types of meetings:

1. Business—Functions of the business meeting include discussing and planning activities, fulfilling responsibilities, presenting officer reports, electing officers, and establishing committees.
2. Educational—Educational meetings are those at which special presentations are made through films, slides, guest speakers, panels, or field trips.
3. Social—These meetings are usually held outside of class and are recreational in nature, such as dances, roller skating parties, and up-membership activities.
4. Service—Service meetings are usually community-based. Activities may include projects that benefit the handicapped or elderly, or meet the needs of the community.

A chapter will hold all of these types of meetings as part of its program of work. Many chapter meetings will be a combination of these types. You will have to decide when and where to hold chapter meetings. Options for meetings and activity times include:

- activity period
- before school
- lunch period
- after school
- during a Family and Consumer Science class
- on weekends
- in the evening

Before deciding on a time to meet, evaluate the relationship of class to chapter learning, available transportation, extracurricular commitments of potential and current members, and the number of eligible members with after school and/or weekend jobs. Which meeting can accommodate the most students?

Organizing a Meeting

No matter what type of meeting your chapter decides to have, following certain fundamental guidelines will help guarantee a successful meeting. First, learning the use of parliamentary procedure is an important step in chapter management. Obtaining a copy of the latest edition of *Robert's Rules of Order* will be beneficial. Parliamentary law is designed to accomplish four main objectives. A properly conducted business meeting will have:

1. One thing at a time.
2. Courtesy to everyone.
3. The rule of the majority.
4. The rights of the minority.

There is nothing mysterious or complex about parliamentary law.

In addition to a basic understanding of parliamentary procedure, chapters will need to learn to prepare an agenda, keep financial records, take accurate minutes and delegate responsibilities in setting up the meeting space.

An agenda serves as an order of events for the meetings. It is important in assuring that no item of business is forgotten. The agenda should be prepared by the chapter executive council. The council is composed of chapter officers, adviser, and those who are on major committees. The president presides over the executive council. Following the executive council meeting, the secretary should prepare a written agenda and distribute or post it for members to review.

Requirements for a Meeting

Once the meeting agenda has been developed and the members have been appropriately notified the meeting can take place.

In conducting a meeting, one should remember that there are three major requirements:

1. A presiding officer must be present.
2. Someone must keep a record of business transacted and present a financial report.
3. Enough members must be present (quorum, generally 50% of the membership) to present motions and take part in the proceeding.

The president's role is always one of presiding over the meeting rather than directing. Generally, the president votes only in the case of a tie and may not enter in the discussions unless one of the other officers is asked to assume the role of the chair. In addition, it should be remembered that the president does not introduce new items of business.

The secretary prepares the agenda for each meeting, generally keeps a complete membership roster, and keeps an accurate record of transactions (minutes) by the group. Minutes should be typed and posted in the FACS classroom for members to see and a copy kept on file.

The treasurer presents the financial report to the chapter. Committee chairmen should be prepared to give a report of any work done by their committee since the last meeting. A written report should be submitted to the secretary for the minutes.

Chapter Finances

As in any organization, a well run FCCLA Chapter must have an organization method of dealing with chapter finances. It is wise to think about a budget early in chapter planning. The treasurer and a small committee should plan a tentative budget to present to the entire membership.

Chapter dues, set by individual chapters, provide the basis of the budget, but many projects will require more funding than dues will provide. Chapters can help fund projects and assist members in paying their dues through a variety of fund-raising activities.

Planning a Budget

Budget planning involves three basic steps. These are as follows:

1. List all expenses you can anticipate. (*Some potential chapter expenses might include:*)
 - a. Expenses for chapter projects
 - b. Expenses for District, State and/or National Meetings and Events
 - c. Officer supplies
 - d. Transportation to meetings
 - e. Initiation and installation expenses
 - f. Appreciation gifts for speakers and administrators
 - g. Awards
 - h. Chapter recreation and socials
 - i. Photo printing
2. List ways of earning money to cover anticipated expenses. Possible fund-raising ideas are listed below:
 - a. Rummage sale
 - b. Talent show
 - c. Car wash
 - d. Babysitting
 - e. Manage a fruit cart between classes or sell nutritious snacks at sports events.
 - f. Sell message buttons or balloons.
 - g. Organize a children's party planning service.
 - h. Sponsor an endurance event, such as a dance-a-thon.
3. Compile information from steps 1 and 2 to form a proposed budget. A sample budget can be found in the appendix.

Fundraising

Before planning any fundraiser, it is important to understand your school policies on fund-raising. Your chapter may not be permitted to have a fund-raiser or the number of fund-raising activities may be limited. If this is the case, discuss school policies with the principal and ask for alternative ways of meeting chapter financial needs. Money can be donated in different ways.

Some ways include:

- Cash contributions.
- Pledge or promise of a donation, at a later date.
- FCCLA Booster Club
- Tapping of local business, banks, civic or service organizations, school board, or chapter advisory committee for money to attend state, district and national meetings.

Keeping accurate records is the key to any successful fundraiser. Before beginning, develop a system for accepting and receipting money turned in by the chapter members.

Preparing Officer Candidates

The pinnacle of leadership opportunities can be achieved through service as an officer. Officers can serve at the chapter, district, state or national levels.

Purchase and **read** the following: **The Ultimate Officer: Handbook and Training Manual** and **THE HANDBOOK to Ultimate Leadership** from National FCCLA. If possible, purchase a copy for each of your officers or officer candidates. These handbooks are very valuable resources.

Preparing officer candidates and the leadership opportunities that come with FCCLA offices on all organizational levels can be one of the most rewarding experiences for your students.

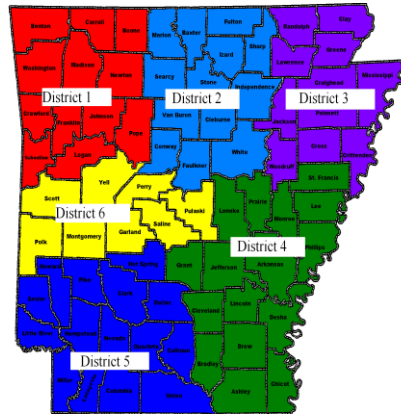
LOCAL:

The team of officers that lead your chapter is referred to as an executive council. Your chapter's executive council may be composed of president, vice president(s), secretary, treasurer, and any other officers needed to help the organization function smoothly and reach its goals. Duties of the chapter executive council and policies regarding chapter election procedures will be included in your chapter by-laws.

DISTRICT:

Each district will elect an executive council. Duties of the district executive council and policies regarding district election procedures are included in the district by-laws.

Arkansas FCCLA Districts

**STATE:**

State Officers help determine policies and procedures, plan the State Leadership Conference, and address Association business such as by-law amendments. The Arkansas State Executive Council includes the following officers:

- President
- Vice President of Programs
- Vice President of Public Relations
- Secretary
- Treasurer
- Parliamentarian

State officer candidates will be elected in the fall at the District Planning and Election Meeting. Candidates will prepare and present a speech to the voting delegates. Each district may elect up to two State Officer Candidates. Elected candidates will then prepare and present a speech and interview before a nominating committee in the spring semester. If elected, the officer will be installed at the State Leadership Conference and serve the following school year. See policies for specific information at:

<http://ace.arkansas.gov/cte/programAreas/FACS/Pages/FCCLA.aspx>

The State Executive Council and the advisers to the officers have many duties and responsibilities that should be taken into consideration before preparing a student to run. The state offices come with a great deal of time and commitment for the student and the adviser. State officers represent the Arkansas membership and must uphold the high standards associated with the office.

Requirements:

All state officers are required to purchase official dress attire and usually more casual attire for travel and certain workshops. The state association does NOT supply uniforms. A chapter or school district may supply the uniform. Official attire must be purchased before the National Leadership Conference at the beginning of the year of service.

All state officers and their advisers are required to attend the executive council meetings as announced by the state office.

All state officers are required to attend the National Leadership Conference in July at the beginning of their term of office. If funds are available, districts and the state association can help with the cost of attending NLC, however, travel expenses will be the responsibility of the student, their chapter, or their school district. Advisers are strongly encouraged to attend as well. Cost varies according to location. While at NLC, state officers and advisers will be assigned certain responsibilities that they are REQUIRED to carry out. Keep in mind that while the students and/or advisers may want to do sightseeing tours, shopping, etc.; responsibilities and duties are **FIRST PRIORITY!** Opportunities to eat and sleep may be few and far between, so be prepared!

All state officers are required to attend Capitol Leadership in Washington, D.C. in October of their term of office. Advisers are encouraged to attend. Cost varies. Travel expenses will be the responsibility of the student, their chapter, or school district.

All state officers are strongly encouraged to attend one of the National Cluster Meetings in November of their term of office. Cost varies. Travel expenses will be the responsibility of the student, their chapter or school district.

All state officers and their advisers are required to attend State STAR Events in the spring of their term of office. State officers are **not allowed** to compete in STAR Events.

All state officers and their advisers are required to plan and conduct the Arkansas State Leadership Conference in the spring of their term of office. The state association covers travel expenses.

NATIONAL

Being a national officer involves a tremendous time commitment and responsibility to the organization. National officers will have responsibility for more than 195,000 other members of the organization. FCCLA must be top priority for an entire year.

There will be times when other activities and interests may conflict with FCCLA, and the officer will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past national officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating commitments for the coming year, FCCLA MUST BE FIRST PRIORITY.

Specific information on qualifications, policies and procedures for national officer candidates can be found in the **National Executive Council/Adviser Handbook** on the FCCLA website. Before discussing national officer candidacy with your students, please read the handbook.

FCCLA TRADITIONS

FCCLA is a nonprofit career and technical student organization for young men and women in family and consumer sciences education in public and private schools through grade 12.

Building Skills for Life

Family, Career and Community Leaders of America is a dynamic and effective student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy; parenting; family relationships; substance abuse; peer pressure; environment; nutrition and fitness; teen violence; and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision-making, and interpersonal communication necessary in the home place.

Program Emphasis

FCCLA-

- is the only in-school student organization with the family as its central focus.
- is a career and technical student organization that functions as an integral part of the family and consumer sciences education curriculum and operates within the school system.
- provides opportunities for active student participation at local, state, and national levels.

Membership

FCCLA has a national membership of nearly 220,000 young men and women in nearly 8,000 local chapters. There are 53 state associations including the District of Columbia, Puerto Rico, and the Virgin Islands.

Since its founding in 1945, FCCLA has involved more than nine million youth. Former members are eligible to become members of Alumni & Associates.

Governance

Ten national officers (students) are elected by the voting delegates at the annual National Leadership Meeting and together make up the National Executive Council.

The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

National Staff

An executive director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services and financial management. State associations and local chapters elect their own youth officers. State programs come under the direction of family and consumer sciences education staff. Chapter advisers are family and consumer sciences teachers.

Financial and Cooperative Support

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Vocational and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

Family, Career and Community Leaders of America, Inc.

1910 Association Drive
Reston, Virginia 20191-1584
(703) 476-4900 - Fax (703) 860-2713
Email: natlhdqts@fcclainc.org
Website: www.fcclainc.org - Sandy Spavone, Executive Director

FCCLA Creed:

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have the clear consciousness of seeking
Old and precious values.
For we are the builders of homes;
Homes for America's future;
Homes where living will be the expression of everything
That is good and fair;
Homes where truth and love and security and faith
Will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

FCCLA Purposes:

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unity of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To develop interest in family and consumer sciences and related occupations.

FCCLA Motto:

“Toward New Horizons” is the FCCLA motto. This motto expresses the purposes of the organization learning to live better today so that our lives and those of our families may be better tomorrow.

FCCLA Colors:

The official colors are red and white. The colors are symbolic of youth: red for strength, courage and determination and white for sincerity of purpose and integrity of action.

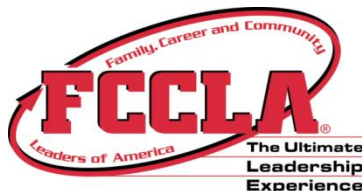
FCCLA Flower:

The red rose represents the organization because it gives joy through its beauty and fragrance.

It symbolizes a desire for beauty in everyday living. It is found in almost every country in the Northern Hemisphere and is symbolic of vibrant, glowing health, which contributes to happiness and efficiency in home and family life.

FCCLA Emblem

The emblem shows that FCCLA is a dynamic active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The sweeping arrow arch is a common motif in today’s designs and embodies an active organization that moves towards new arenas. All logos can be downloaded by visiting the national website. Be careful when using the emblem on chapter shirts, etc. There are specific rules regarding the use of the emblem.

**Pins and Symbols:**

1. The pin is a reproduction of the FCCLA emblem. Members, advisers, honorary members, and chapter parents may wear the pin.
 - Active members use the shield guard carrying the letters FCCLA.
 - The guard for advisors is an A.
 - The guard for honorary members is an H.
 - The guard for parents is a P.
 - Officers may use the guard which indicates their office.
2. The FCCLA pin is worn over the heart. Place the guard to the left of and on a level with the lower edge of the pin.
3. Only one guard may be worn.

4. Symbols denoting completion of projects may be worn. The symbol for Power of One is the number 1. These pins are ½ inch high and come in five different colors to represent the five modules.
 - White – A Better You
 - Blue – Family Ties
 - Gold - Working on Working
 - Green – Take the Lead
 - Red –Speak Out for Family, Career and Community Leaders of America
5. The number of symbols to be worn at one time is left to the discretion of the wearer.
6. There are also pins for completion of each of the national projects.

FCCLA Official Articles

You can order through the national website at www.fcclainc.org.

Publications

Teen Times is the official national magazine of FCCLA. It is issued four times a year to affiliated chapters. A copy for each affiliated member is mailed to the local FCCLA chapter.

The Adviser is the official national magazine of FCCLA Advisors. It is issued three times a year to affiliated chapters. Each chapter receives one copy mailed directly and it is also available electronically.

State & National Meeting Dress Policy

In July 2011, FCCLA's Board of Directors approved the mandatory dress policy that was subsequently implemented at the 2012 National Leadership Conference. It is important that as a national organization our members convey the positive and professional image of FCCLA. During the National Cluster Meetings national staff received feedback from many chapter advisers. In an effort to ensure that attendees are aware of the mandatory dress policy in advance, we will continue to promote this via several avenues, including the e-Adviser, in registration confirmations, and on the FCCLA national website. The mandatory dress policy attendees are required to adhere to is listed below and applies to all national meetings for students, advisers, and guests in attendance. Advisers are responsible for enforcing the dress policy with their students. Delegates and guests not adhering to the dress policy will not be admitted into sessions.

MANDATORY ATTIRE FOR: GENERAL SESSIONS | BUSINESS SESSION | EXHIBITS | WORKSHOPS | STAR EVENTS RECOGNITION SESSIONS

The FCCLA official blazer is always appropriate and strongly encouraged, although not required (unless otherwise noted).

Females

- Red, black, or white polo or oxford shirt (long or short sleeves) • Black or khaki dress slacks/pants/capris (no shorts)
- Black or khaki skirts – no shorter than 2 inches above the knee • Dress shoes or sandals
- Jeans/denim, t-shirts, athletic wear, sneakers are **NOT** acceptable

Males:

- Red, black, or white polo or oxford shirt (long or short sleeves) • Black dress slacks or khaki pants (no shorts)
- Dress shoes
- Jeans/denim, t-shirts, athletic wear, sneakers are **NOT** acceptable

Exception: Culinary Arts participants are welcome to wear their Chef's Attire during the STAR Events Recognition Sessions.

Advisers/ Chaperones/ Guests

- Business casual (including dressy capris)
- Jeans, t-shirts, athletic wear are NOT acceptable

STAR EVENTS PARTICIPANTS| SKILLED DEMONSTRATION PARTICIPANT

Follow event specifications for dress, and wear appropriate clothing for the nature of the presentation.

TUESDAY SPECIAL EVENT All Attendees

- Casual slacks, shorts, jeans, t-shirts, athletic wear and tennis shoes

Please note, if you are attending the Special Event you are still required to follow the mandatory dress policy for the Business Session. You are encouraged to bring casual attire to change into rather than returning to your room to avoid missing the bus departures. FCCLA Alumni & Associates will store your possessions for \$1 at the Swag Stop.

GALA

Females and Males

- Semi-formal – You are able to wear semi-formal attire to the Closing General Session if you are attending the Gala.
- **Jeans, t-shirts, athletic wear and athletic shoes are NOT included in semi-formal attire**

Advisers/ Chaperones/ Guests

- Semi-formal or business dress (as outlined in the Adviser section of this handbook.)
- Jeans, t-shirts, athletic wear, and athletic shoes are NOT included

UNACCEPTABLE ATTIRE AT FCCLA SESSIONS (including ADVISERS)

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Extremely short skirts (shorter than 2 inches above the knee)
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing
- Swimwear
- Rubber, beach type flip-flops
- Night wear (pajamas) should not be worn outside of your hotel room

CEREMONIES

OPENING CEREMONY

PRESIDENT (only): (Give a rap with the gavel signaling membership to stand)

We are the Family, Career and Community Leaders of America; our mission is to promote personal growth and leadership development through family and consumer sciences education.

OFFICERS (local, district, state, national): Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation.

MEMBERS: As we work toward the accomplishments of our goals, we learn cooperation, take responsibility, develop leadership and give service.

PRESIDENT: This meeting of State Association of Family, Career and Community Leaders of America is now in session.

CLOSING CEREMONY

PRESIDENT: (Give a rap with the gavel signaling membership to stand)

Family, Career and Community Leaders of America, we are challenged to accept the responsibility of making today's decisions that affect our lives and the world in which we live. Let us repeat our Creed:

ALL: We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have clear consciousness of seeking old and precious values.
For we are the builders of homes, Homes for America's future,
Homes where living will be the expressions of everything that is good and fair, Homes where
truth and love and security and faith will be realities, not dreams.

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

National Information

The Planning Process

Identify Concerns

Brainstorm concerns
Narrow to one workable idea

Set your goal

Be specific
Consider resources

Form a plan

Who
What
Where
When
How

Act

Carry out plan

Follow up

Evaluate
Publicize

Adviser Academy

The Adviser Academy is a five-phase program for national FCCLA recognition. Advisers will receive a certificate of completion for the Adviser Academy. The Adviser Academy is anticipated to become a cohort of 100 advisers with extensive knowledge of FCCLA and a broad range of professional development. Participants will also be prepared to serve as a resource for state advisers.

- ☐ **Track 1: New Adviser-Developing a Chapter Vision**
- ☐ **Track 2: Using Legislation to Change the Classroom**
- ☐ **Track 3: Leading at School**
- ☐ **Track 4: Remaining Relevant as a Chapter**
- ☐ **Track 5: Participating at the State Level**

Over the two year period of completing the Adviser Academy participants will be required to build a strong relationship with their state adviser and participate in at least one state meeting (e.g. conduct a workshop).

Membership Campaign

Recruit, retain, and recognize your FCCLA members.

Alumni & Associates

Show your support for FCCLA and give back to the organization that builds leaders for families, careers, and communities. To support Alumni & Associates, go to www.fcclainc.org and download the enrollment form from the Membership section.

PROGRAMS

For more detailed information on national programs, meetings, recognition opportunities, and membership services, visit the National FCCLA website at www.fcclainc.org. Award applications are also available on the National website.

Career Connection

Learn how to explore career pathways and skills for success in families, careers, and communities.

Families First

Discover how you can strengthen family relationships through FCCLA's national peer education program, *Families First*.

Awards sponsored by NRTA: AARP's Educator Community.

FACTS

(Families Acting for Community Traffic Safety)

Put the brakes on impaired driving and traffic crashes. Through peer education help your friends arrive alive and lower the number one cause of death for youth in America.

Financial Fitness

Manage your money! Use this program to help you make, save, and spend your money wisely to be financially fit.

Awards sponsored by Visa USA's Practical Money Skills for Life.

Leadership Service in Action

This program guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.

Power of One

Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

STOP the Violence—Students Taking on Prevention

Empower youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.

Student Body

Eat right, be fit, and make healthy choices!

NATIONAL AWARDS & SCHOLARSHIPS

ADULT

- ☐ Adviser Mentor-deadline April 1
- ☐ Alumni Achievement Award-deadline December 15
- ☐ Distinguished Service Award-deadline December 15
- ☐ FCCLA State Adviser of the Year Award-deadline April 1
- ☐ Honorary Membership-deadline December 15
- ☐ Integration of Core Academics Award-deadline April 1
- ☐ Master Adviser-deadline April 1
- ☐ National School Administrator Award-deadline April 1
- ☐ Spirit of Advising Award-Deadline February 1

BUSINESS & INDUSTRY

- ☐ Family Economics & Financial Education Award-postmark deadline March 1
- ☐ Healthy Relationships National Award-deadline March 1
- ☐ National Outstanding Media Award-deadline March 1
- ☐ Wiley Publishing, Inc. Scholarship-deadline March 1
- ☐ Years of Service Award-given in 5 year increments

YOUTH

- ☐ Beth Middleton Memorial Scholarship-deadline December 1
- ☐ Dynamic Leadership-deadline April 1
- ☐ Japanese Exchange-postmark deadline to be determined
- ☐ Leaders at Work-deadline March 1
- ☐ National Chapter Public Relations Award-deadline March 1
- ☐ National Program Awards-Career Connections, Community Service, FACTS, Families First, Financial Fitness, Stop the Violence, and Student Body-deadline March 1
- ☐ National Technical Honor Society Scholarship-deadline March 1
- ☐ Power of One Recognition-State Advisers must submit list to national FCCLA postmarked by April 1
- ☐ Raye Virginia Allen State President's Scholarship-deadline March 1

COMPETITIVE EVENTS

GENERAL REQUIREMENTS:

All Competitive Events participants must be current dues-paying members of FCCLA, comprehensive or occupational status.

Any individual member may not participate in more than one event in any given year.

A participant must maintain a required 2.0 grade point average to compete in any event. Chapter Advisers are responsible for determining the eligibility of their chapter participants.

Classification of divisions is as follows:

Junior Division: 7th, 8th, and 9th grades

Senior Division: Comprehensive 10th, 11th, and 12th grades

Occupational Division: 10th, 11th, and 12th grades

Occupational designation refers to any student who is enrolled in an occupational curriculum.

COMPETITIVE EVENTS

Competitive Events are a series of competitive events in which members are recognized for proficiency and achievements in chapter and individual projects, leadership skills and occupational preparation. Individual events evaluate one member's performance. Team events evaluate several participants' or a chapter's performance as one entry.

Clarification of a team

A **team** refers to up to 3 participants (STAR EVENTS) from the same chapter or school with the exceptions of Parliamentary Procedure Event may have 4 to 8 participants from the same chapter.

A more detailed summary concerning the categories, eligibility, rules, project specifications, presentation requirements, and general information regarding each event may be found in the STAR Events Manual, which can be downloaded from the national website at www.fcclainc.org

These competitive events provide an opportunity for FCCLA members to demonstrate their knowledge and skills in the many areas of Family and Consumer Science. All events are judged by a panel of three. Competition begins at the district level. First place awards advance to the State level, and STAR events that earn a first place award go on to National Leadership Conference held in July.

Deadline: Membership affiliation dues for State and National *STAR Events* participants must be postmarked by December 1.

Arkansas participates in the following events:

- Advocacy
- Career Investigation
- Chapter Service Project Display
- Chapter Service Project Manual
- Chapter in Review Display
- Chapter in Review Manual
- Culinary Arts (state level)
- Early Childhood
- Entrepreneurship
- Environmental Ambassador
- Fashion Construction
- Fashion Design
- Focus on Children
- Food Innovations
- Illustrated Talk
- Interior Design
- Job Interview
- Leadership
- Life Event Planning
- National Programs in Action
- Nutrition and Wellness
- Parliamentary Procedure
- Recycle and Redesign
- Sports Nutrition
- Teach and Train

Other online and skill demonstration events are available. For more information on these events, please visit the national website at:

<http://fcclainc.org/content/star-events-manual-by-event>

State Information

Scholarships and Awards

State scholarship and award information can be found on the state website at:
<http://ace.arkansas.gov/cte/programAreas/FACS/Pages/FCCLA.aspx>

State Leadership Conference

ARFCCLA conducts an annual state leadership conference as a capstone experience for student members. This conference includes exciting keynote speakers, breakout sessions for leadership development, program information and awards, and installation of new state officers.

Appendix

Sample Chapter By-Laws

Sample Meeting Agenda

Sample Secretary's Report

Sample Financial Report

Sample Chapter Budget

Sample Travel Form

Sample Cell Phone Policy

Sample Code of Conduct

SAMPLE BY-LAWS for a local FCCLA CHAPTER

PREAMBLE

The _____ FCCLA Chapter is a Career and Technical Student Organization designed to provide leadership opportunities for students enrolled in the Family and Consumer Science Program.

ARTICLE I – Name

Section 1 The name of the organization shall be the _____ FCCLA Chapter.

Section 2 The chapter motto shall be decided upon yearly by a majority vote of the members.

ARTICLE II – Purposes

The purposes of this organization shall be:

- To provide opportunities for personal development and preparation for adult life.
- To strengthen the function of the family as a basic unit of society.
- To encourage democracy through cooperative action in the home and community.
- To encourage individual and group involvement in helping achieve global cooperation and harmony.
- To promote greater understanding between youth and adults.
- To provide opportunities for making decisions and for assuming responsibilities.
- To prepare for the multiple roles of men and women in today's society.
- To promote Family and Consumer Sciences careers and occupations.

ARTICLE III – Membership

Section 1 *Active Membership* in the organization shall be limited to members in good standing who are currently enrolled in or have previously taken a course in the Family and Consumer Science program at _____ High School. Active Members may vote in chapter elections, hold chapter offices, and participate in state and national events.

Section 2 *Associate Membership* in the organization is available to former active members of the _____ FCCLA Chapter. These members serve the organization as speakers, chaperons, evaluators, business contacts, and share their expertise in other ways. These members have the privilege of attending any FCCLA meeting and activities as non-voting members.

Section 3 *Honorary Membership* in the organization may be held by those individuals who have made outstanding contributions and are giving continued service to the _____ FCCLA Chapter. Memberships are granted by majority vote of the chapter membership.

ARTICLE IV – Organization

Section 1 Active chapter members shall be affiliated with the state Family and Consumer Sciences career and technical education student organization, Arkansas Family, Career, and Community Leaders of America (ARFCCLA), and the national organization, Family, Career, and Community Leaders of America (FCCLA).

Section 2 The chapter adviser shall be the FACS teacher/coordinator.

Section 3 Meetings shall be held at the local level. The day(s) will be determined by the chapter adviser and/or officers and membership. A meeting may be

- requested by the chapter officers and approved by the adviser.
- Section 4 A majority of membership shall constitute a quorum.
- Section 5 Only active members shall vote and hold office.
- Section 6 Chapter officers shall be elected by a majority vote of the membership.
- Section 7 Chapter meetings will use parliamentary procedure based on the classroom edition of Robert's Rules of Order.

ARTICLE V – Offices

- Section 1 Each school year, the _____ FCCLA Chapter shall elect members to serve as President, Vice President, Secretary, Treasurer, and Parliamentarian.
- Section 2 Additional offices may be created and filled by a majority vote of the members.
- Section 3 Officers shall be active members in good standing.
- Section 4 Officers may be re-elected for a second term.
- Section 5 Offices that become vacant during a semester may be filled by a majority vote with the new officer serving the remainder of the term.

ARTICLE VI – Finances

- Section 1 State and national dues shall be paid in the amount as set forth by the AR FCCLA and national FCCLA associations.
- Section 2 Chapter dues may be set annually by a majority vote of the membership and be paid by all active members and associates members.
- Section 3 All chapter funds will be processed through the account provided by the local district.
- Section 4 All members may participate in fundraising projects as a way to raise the funds spent for the benefit of the chapter and individual members.

ARTICLE VII –Amendments

Amendments to the _____ FCCLA Chapter Constitution may be adopted or revisions may be made by a two-thirds vote of the membership.

Sample Agenda Format for Chapter Meeting:

Chapter of FCCLA

Date _____ Time _____ AM _____
PM _____

To be conducted by _____ Position _____

MEETING: Regular _____ Executive _____ Special _____

OPENING CEREMONY:

Determination of quorum: Roll Call _____ Sign in _____

MINUTES: Read _____ Distribute duplicate copies _____ Omit _____

TREASURER'S REPORT: _____

COMMITTEE REPORTS:

Person scheduled to give report:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

OLD BUSINESS:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

NEW BUSINESS:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Committees to be appointed

Possible Chairpersons

1. _____
2. _____

PROGRAM
ANNOUCEMENTS
CLOSING CEREMONY
ADJOURNMENT

After the meeting agenda has been planned, officers and chapter members should accept responsibilities for preparing for the meeting. The following meeting checklist may be used.

Publicity/Promotion/Notifying	Who's Job	By when
_____ Check scheduled time in office	_____	_____
_____ Notices to members	_____	_____
_____ Announcements over P.A./ memo to classroom	_____	_____
_____ Article in newspaper	_____	_____
_____ Radio or T.V. spot for large meeting	_____	_____
_____ Agenda/ Resources	_____	_____
_____ Copies of agenda	_____	_____
_____ Previous meetings	_____	_____
_____ Committee reports (written copy for secretary)	_____	_____
_____ Books, materials needed	_____	_____
_____ Copies of any handouts	_____	_____
_____ Equipment for Meeting	_____	_____
_____ Set up tables & chairs	_____	_____
_____ Podium/ gavel/ easel, if needed	_____	_____

_____	Any audiovisual material	_____	_____
_____	Return equipment after meeting	_____	_____
_____	Program/ Refreshments	_____	_____
_____	Planning program	_____	_____
_____	Relaxer, songs	_____	_____
_____	Bring, serve refreshments	_____	_____
_____	Plan any after-meeting activities	_____	_____
_____	Clean up	_____	_____

Sample Secretary Record:

This form may help the chapter secretary organize his or her notes while recording chapter meeting and reading the minutes of past meetings to the group.

The _____ meeting of the _____ Chapter of the Family
(Month or call) (Name of School)
Career and Community Leaders of America was called to order _____
(Date and Time)

by _____
Minutes of the previous meeting were approved as read (or as corrected)

Committee reports were given as follows:

The business discussed included:

The program was _____

The meeting was adjourned (time) _____

Signature of Secretary

Sample Financial Report:

This format may be used by the chapter treasurer in preparing a financial report for chapter meetings. Copies of the report should be kept for chapter records.

Balance on hand _____ (Date of last report)	\$ _____
Income _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income _____	\$ _____
Expenditures _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures _____	\$ _____
Balance on hand as of _____ (Date)	\$ _____
Signed _____	

Sample Chapter Budget:

Period: (from) _____ (to) _____

INCOME: Dues: _____ members @ \$ _____ = \$ _____

Money-Making Projects

\$ _____

Contributions

\$ _____

TOTALS \$ _____

Dues -

State @ \$ _____ \$ _____
National @ \$ _____ \$ _____

Supplies -

Emblematic Materials \$ _____ \$ _____
Stationery and Stamps \$ _____ \$ _____
Posters, Art Supplies \$ _____ \$ _____
Publications \$ _____ \$ _____
Miscellaneous \$ _____ \$ _____

Meetings -

District-registration, transportation \$ _____ \$ _____
STAR Events-registration, etc..... \$ _____ \$ _____
SLC-registration, transportation \$ _____ \$ _____
NLC. \$ _____ \$ _____

Projects -

National FCCLA Week \$ _____ \$ _____
Others \$ _____ \$ _____

Socials -

Parent's Night \$ _____ \$ _____
Refreshments \$ _____ \$ _____

TOTALS \$ _____

**ARKANSAS FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
MEMBER TRAVEL AUTHORIZATION FORM**

Name _____

Name of
Function _____

Date(s) of
Function _____

Mode of
Transportation _____

Approximate Time of
Arrival _____

Person(s) Accompanying
You _____

The meeting will convene at
approximately _____

The meeting adjournment is scheduled for approximately _____

We, the undersigned, understand the above named individual will be in attendance at the stated function. We give our approval for this individual's participation. We agree to the provisions as stated in the Conduct Code. We agree not to hold Arkansas FCCLA, the State Board of Education, or any of its agents, liable for any accident, illness or injury to this individual during participation in state organization approved activities or functions and necessary travel to and from those sites.

Member's Signature

School Official's Signature

Phone

Parent's Signature

Adviser's Signature

Phone

Phone



Cell Phone Policy

The purpose of this policy is to keep the focus of the members and officers on the business at hand.

1. During meetings on the local, district, state or national level, FCCLA members are prohibited from using cellular devices.
2. When speaking to an adult (adviser, supervisor, teacher, or administrator,) members and officers will refrain from checking their cellular devices until the conversation is concluded.
3. When sharing a meal with other FCCLA members, advisers, chaperones, etc., members and officers should refrain from using cellular devices until the meal is over.
4. When purchasing items at a retail store, speaking with retail employees, or conducting other business, members, officers and advisers should refrain from using cellular devices.

These policies reflect common courtesy that should be practiced by everyone. By modeling this behavior, perhaps other students and adults will follow your lead.



Code of Conduct Agreement

The conduct of officers of the _____ Chapter of Family, Career and Community Leaders of America shall be above reproach so as to maintain the trust and respect of each other and all members.

Officers shall:

- Conduct themselves, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior
- Consider themselves as 'trustees' to ensure that FCCLA is well maintained, financially secure, growing, and always operating in the best interests of the organization and its membership
- Utilize opportunities to increase public understanding of Family and Consumer Sciences education and FCCLA
- Use FCCLA resources only for the purpose for which they were intended
- Keep well informed about developments relevant to FCCLA and bring to attention any issues that may have an adverse effect on the organization
- Declare conflicts of interest
- Listen to and respect the opinions of others and support majority decisions

Officers shall not:

- Knowingly place themselves in a position that poses a conflict between their interests and FCCLA
- Disclose confidential information
- Criticize fellow members or their opinions, interfere with the duties of an administrator, or undermine an administrator's authority with members or others
- Engage in behavior that in any manner is contrary to the interests of the membership of FCCLA including, but not limited to:

- violating rules of conduct in the school handbook
- improper or unethical use of social networking sites
- improper or unethical use of cell phone/instant messaging
- violating the FCCLA dress code